

6 January 1961

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MEMORANDUM FOR THE RECORD

SUBJECT: Jurisdiction Within the Composite Group

1. In conversations [redacted] Chief, Analysis Branch, Document Division, and with [redacted] senior member of the Composite Group, the following responsibilities were confirmed:

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- a. Interpretation of request. Primary responsibility rests with the CIA Library representative, as the senior member of the Composite Group. Any uncertainty regarding the request should whenever possible be discussed by the Group in the presence of the requester.
- b. Coding for retrieval. The representative of the Analysis Branch, Document Division, is responsible for determining which codes will be forwarded to Machine Division for retrieval in response to a request. Whenever possible the retrieval codes should be reviewed by a Composite Group member who did not do the coding.
- c. Priorities. The senior member of the Composite Group is responsible for determining the order in which requests will be submitted to Machine Division and for indicating degree of urgency.

3. Serious differences of opinion on any of the above questions, whether resolved or not, should be brought to the attention of the Chief Reference Librarian who will confer with the Document Division as appropriate.

STATINTL

[redacted]
Chief Reference Librarian
CIA Library

cc: Chief, Document Division
CIA Librarian
Chief, Information Section,
CIA Library